

Office 365 Outlook Introduction to Office 365

Office 365 Getting Started

How to Access JSCC Office 365: <http://login.microsoftonline.com>
How to Access Office 365 Email/Outlook: <http://mail.office365.com>

Note: Enter User Id + @jeffersonstate.edu
(example: helpdesk@jeffersonstate.edu)
+ network password
(the 6 digit login you log in to your local computer provided by IT)

Resources/Help:
<http://www.jeffersonstate.edu/resources-for-instructors-de/>

Email helpdesk@jeffersonstate.edu

<http://www.jeffersonstate.edu/resources-for-instructors-de/>

Office 365 Outlook Introduction to Office 365

Office 365 Overview of Features

- Office 365
- Outlook Mail
- Calendar
- Contacts & Groups
- OneDrive
- Skype

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Office 365

- “Cloud-based” and provides end users the ability to access Office 365 using any device anywhere with an Internet connection and on mobile devices.
- Can collaborate/share with other users
- **Apps:** Browser-based versions but have fewer features than full versions.
- **OneDrive:** “Cloud-based” and if installed on desktop/mobile device serves to manage files

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Office 365

- User Interface
- Profile Settings
- Display Settings
- Notifications
- App Settings
- Tile Icons

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Office 365 Mail

- Inbox (Messages)
- Folders
- Email Signature
- Clutter
- Junk
- Rules
- Categories

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Office 365 Calendar

- Appointments
- Scheduling Assistant
- Skype Meeting
- Sharing Calendars
- Multiple Calendars
- Printing

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Office 365 Contacts, People and Groups

- Managing Contacts
- Finding People and Groups
- Creating a Group
- Managing a Group
- Group Files
- Group Calendar

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OneDrive


- Uploading Files and Folders
- Managing and Sharing
- Opening and Editing Documents
- Syncing
- Recycle Bin

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Skype

 Office 365 icon provides basic Skype features for instant messaging, presence, and contact information.

 Skype for Business is the full version and includes all Skype features to manage online meetings with audio, video, screen sharing, and more.

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